



**Job Title:** Coordinator, Rules and Competitions  
**Organizational Unit:** Rules and Competitions Department  
**Reports To:** Assistant Director, Rules and Competitions  
**Direct Reports:** None  
**FLSA Status:** Non-exempt


**Job Summary:**

Reporting to the Assistant Director, Rules and Competitions, the Coordinator, Rules and Competitions is part of a team dedicated to administering over 240 tournament days per year, along with numerous other playing opportunities for SCGA members such as the One-Day Series, Team Play, Scratch League, and Golf Leagues. The team provides support and education on the *Rules of Golf* to SCGA members and member clubs through industry-leading initiatives such as the *Rules Crew* and *Know the Rules* video series. Under the direction and supervision of the Assistant Director, the Coordinator is heavily involved in the administrative aspects of the department's interclub competitions and leagues programs, which includes Team Play, Women's Team Play, Scratch League, Golf Leagues and championships designed to promote competition at the member club level. The Coordinator also conducts numerous SCGA/CGA/USGA qualifiers and assists at championships, as required.

**Essential Duties and Responsibilities** include:

**Interclub Competitions & Golf Leagues**

***Team Play, Women's Team Play, Scratch League & Golf Leagues***

 Coordinates the day-to-day administrative operations associated with these programs. Primary duties include:

- Processing team entries and managing the registration process;
- Administering the Team Play and League software throughout the season's play;
- Monitoring weekly participation and results;
- Regularly communicating with team captains, club officials, and participants;
- Providing support on questions and issues that arise.


**Tournament Administration**

 Conducts numerous SCGA/CGA/USGA qualifiers in Southern California. Primary duties include:

- Pre-tournament site visits;
- Golf course set-up;
- Preparation of player pairings, information sheets, local rules, volunteer assignments
- Serves as on-site supervision;
- Manages numerous volunteers at each competition.


 Participates in other SCGA/CGA championships, as required.

**General Administration**

 Occasionally provides support on all aspects of tournament administration for SCGA/CGA/USGA qualifiers and championships. Primary duties include:

- Fielding incoming phone calls, e-mails and all other forms of communication from tournament players and SCGA members;
- Processing tournament entries and managing player profiles;
- Printing and preparing tournament supplies.













**General**

 Performs other duties as may be assigned by the Assistant Director and other members of the Rules and Competitions team.

Job Description: Coordinator, Rules and Competitions (October, 2017)



#### **Demonstrated Skills, Abilities and Competencies:**

-  Multi-tasks under pressure
-  Meets aggressive time deadlines
-  Identifies and resolves problems in a timely manner
-  Develops and maintains strong professional relationships with players, volunteers, and golf course management
-  Integrates diverse viewpoints and opinions working with staff, volunteers and industry stakeholders
-  Communicates clearly and persuasively both verbally and in writing and ably develops group presentation skills
-  Looks for ways to improve and promote quality and increase productivity
-  Works within approved budgets
-  Develops strategies to help achieve the SCGA's Rules and Competitions objectives
-  Prioritizes and plans work activities
-  Is accurate and thorough
-  Meets productivity and quality standards of the Rules and Competitions Department.

#### **Education and Experience (Required):**

Applicants must have a demonstrated background in the game of golf; have strong oral and written communication skills; be detail oriented and well-organized; have strong interpersonal skills; and, be self-directed with a strong work ethic. Applicants must also have a demonstrated proficiency with Microsoft Office programs (e.g. Word, Excel, PowerPoint, etc.).

#### **Education and Experience (Preferred):**

Bachelor's degree (B.A.) from a four-year college or university. Knowledge of the *Rules of Golf* and proficiency of GHIN's Tournament Pairing Program (TPP) and USGA Tournament Management (TM) software.

#### **Time and Travel:**

The job requires a large amount of travel throughout Southern California and requires the successful candidate to have the ability to operate a car safely. The employee must have a vehicle, a valid driver's license, proof of adequate car insurance, and be able to work contiguous days with flexible scheduling over a seven-day week. Applicant must be willing to work weekends, early mornings and evenings, and be able to work overtime, as needed.

#### **Physical Demands:**

While performing the duties of this job, particularly at and prior to tournaments, the employee is frequently required to move, lift and carry heavy objects, including tournament supply boxes, pop-up tents and marketing collateral weighing up to 60 pounds. The job requires the employee to stand and/or walk for long periods of time while performing duties such as golf course marking and serving as a walking referee.

#### **Working in the SCGA's Rules and Competitions Department:**

Join this fast-paced team and group of colleagues with great camaraderie who come to work every day because we love it. We seek to continually come up with fresh ideas and an innovative approach, which help produce nationally recognized competitions, programs, and rules education initiatives.

#### **To Apply:**

Applicants must submit a cover letter and résumé to Wil Mayo ([wmayo@scga.org](mailto:wmayo@scga.org)) by Monday, Nov. 6, 2017. All applicants will be contacted following the application deadline.